

Exhibit 4

Agency Code:

**DEPARTMENT OF GENERAL SERVICES
Inventory Standards and Support Services Division
301 W. Preston Street - Room 1009A, Baltimore, Maryland 21201
(410) 767-4257 fax (410) 333-7836**

VEHICLE CHANGEOVER AUTHORIZATION/DISPOSAL ORDER

This form does not authorize removal of a vehicle from agency property records. Such authorization will be made after final disposition of the vehicle. Ref: APPENDIX I, DGS INVENTORY CONTROL MANUAL, Rev.7/03

DGS Control No. _____ **Date:** _____ **Expiration Date:** _____

Agency and Sub-unit Names _____

Fleet Manager _____

Vehicle Make, Model, Year _____

Vehicle Identification Number (VIN) _____

DISPOSAL INSTRUCTIONS:

_____ **Deliver vehicle to:** _____

_____ **Will Contact the person listed below to arrange for pick up of the vehicle.**

Agency Contact for vehicle pickup:

Name and Telephone: _____

The following must be completed by the Agency before the vehicle is delivered to the auction or towed to a sales site:

- [1.] Operable vehicles must be cleaned inside and out.
- [2.] All emblems and any identifying State marking including license tags must be removed.
- [3.] All State owned equipment (radios, telephones, emergency lights, etc.) must be removed.

The following must accompany the vehicle before it will be accepted at the sales site or by the tow operator:

- [1.] This form - completed
- [2.] Vehicle Title
- [3.] Vehicle Keys
- [4.] Odometer Disclosure Statement

The following is required by the agency after the vehicle is delivered or towed to the sales site:

- [1.] Upon delivery to the sales site or pick up by the towing firm, the receipt portion of this form must be signed by the person accepting the vehicle. The original (white) copy of this form accompanies the vehicle, the (yellow) copy is retained by the agency.
- [2.] If the vehicle is enrolled in the State's Fuel Management System, the vehicle card must be turned over within (14) DAYS to the agency fleet manager for return to Commercial Fuel Systems, Inc.

IT IS THE FLEET MANAGER'S RESPONSIBILITY TO ENSURE THAT ALL THE ABOVE REQUIREMENTS ARE MET FOR VEHICLES BEING TOWED OR DELIVERED TO A SALES SITE.

Authorized By _____

DEPARTMENT OF GENERAL SERVICES

Receipt for Vehicle: The undersigned hereby acknowledges receipt of the above described State of Maryland owned vehicle from the above named agency.

Signature _____ **Date** _____

Representing _____

(Name of Auction, Sales Site, Towing Firm.)

White copy-Accompanies Vehicle; Yellow copy-Retained by Agency; Pink copy-Auction/Sales Site; Golden Rod copy-DGS/File